

and recreational reading. In addition, all children should have a Public Library card. You may use the school library during grade-assigned lunch periods. You must stay the entire period. Fines are charged for materials overdue at an established rate.

LOOSELEAF NOTEBOOK

Unless otherwise directed, you must use only a 3-ring standard (8-1/2 x 11) size looseleaf book and write all work in black or blue ink or with a #2 pencil. Your books are to be taken home every night. ***Under no circumstances may you leave your books in school overnight.*** Notebooks are to have sections for each major academic subject (LANGUAGE ARTS, MATH, SCIENCE, SOCIAL STUDIES, FOREIGN LANGUAGE) as well as sections for other class subjects such as Art, Music, Home & Career Skills, Technology, etc. Each section is to be divided into two subsections. **CLASSWORK** and **HOMEWORK**. *All papers are to be kept in the appropriate section of the notebook, and in date/number order for easy reference and teacher inspection.*

LOST AND FOUND

Students who find lost articles are asked to bring them to the lost & found in room 138. If you have lost any article in school, check with the lost and found for a few days.

GYM LOCKER ROOM REGULATIONS

Students are assigned small lockers for storage of uniforms and street clothes. Courtesy, cleanliness and consideration should be practiced in the locker room.

Every student should have a combination lock and should purchase it from the gym office. No other locks are permitted.

PASSING TO CLASS

Horseplay is strictly prohibited. You should stay to the right when walking through the halls and on staircases. Use UP and DOWN staircases appropriately. You are expected to move quickly and quietly from class to class. For safety reasons, you should never run. You should exercise care if you stop to drink from water fountains in corridors. All students are expected to be in class before the late bell.

PERSONAL PROPERTY

Radios, walkmans, beepers, electrical devices, hand toys, cards, balls, bats, etc. are not to be brought to school. ***Hats are not to be worn in school.*** If you bring these items to school, be prepared to have these items confiscated. Your parent or guardian will be called and asked to

come to school. Expensive outer coats and jewelry should not be worn to school. **Students, not the school, are responsible for their personal property.**

PHYSICAL EDUCATION RULES

Always come to gym prepared with sneakers, socks and appropriate gym uniforms. Unprepared students will not be allowed to participate and risk receiving a failing grade.

For safety reasons, eating and chewing gum are not allowed in the gym. Books, pads, notebooks, pencils, pens are also not allowed on the gym floor for safety reasons. Sharp objects such as keys, pencils, pens should not be carried in your pockets. Large hoop type earrings and other jewelry may not be worn on the gym floor.

PROGRAM CARD

There is a place to record your program in this book. Each student's program is different. Should your program be changed, the changes must be made on the program card so it is up-to-date and accurate at all times, including the room numbers for each of your classes.

RELIGIOUS INSTRUCTION

Some students may be excused from school for religious instruction at 2:00 p.m. To be excused you must have a letter from your religious institution and from your parent or guardian. Then, a special card will be given to you. Check out and leave from the Main Entrance exit only.

REPORT CARDS

Report cards are issued four (4) times during the school year: **November, February, April and June.**

REPORTING OF INCIDENTS AND SPECIAL PROBLEMS

We have a safe school. Most of our students are well behaved and care about learning. However, if you are having a problem with someone in the school, do not get involved in a talking battle or a fist fight. ***Walk away quickly and inform the nearest adult.***

If you feel threatened, you should call upon the grade Dean, Assistant Principal, Guidance Counselor, Youth Coordinator, Principal, or any other staff member.

At our school there are many people who are here to help you. You will be given the room numbers of these key staff people. In an emergency, you may also go to the Main Office.